



# Joint Task Force National Capital Region Medical INSTRUCTION

NUMBER 4140.02  
SEP 21 2011

J-4

SUBJECT: Management and Disposal of Dated Materiel

- References:
- (a) JTF CAPMED-D 5108.01, "Finance and Logistics Decision Making Committee Charter," June 22, 2010
  - (b) DoD Directive 4140.1, "Supply Chain Materiel Management Policy," April 24, 2004
  - (c) DoD 4140.27-M, "Shelf-Life Management Manual," May 5, 2003
  - (d) DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)," April 28, 2004
  - (e) DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation," May 23, 2003

1. PURPOSE. This Instruction, in accordance with (IAW) the authority in References a through e, establishes policy and provides guidance to the Logistics Department staff in identifying, removing, and notifying customers of expired supplies and to prevent stock from being released once it has met shelf-life expectancy.

2. APPLICABILITY. This Instruction applies to Joint Task Force National Capital Region Medical (JTF CapMed) and all Joint Military Treatment Facilities and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center (WRNMMC), and the Joint Pathology Center).

3. POLICY. It is JTF CapMed policy to:

- a. Clarify facility's responsibility for the removal and identification of expired supplies from the warehouse, Point of Use (POU)/storage areas, and floor carts.
- b. Provide clear and concise guidance on the Quality Assurance role in the expired supply process to ensure compliance with regulatory guidance and maintain an audit trail of all destructions being performed by the activity as outlined in the guidance from References (b) and (c).

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4. RESPONSIBILITIES. See Enclosure.

5. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at: [www.capmed.mil](http://www.capmed.mil).

6. EFFECTIVE DATE. This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read 'Scott Wardell', is positioned above the printed name.

SCOTT WARDELL

Executive Director for Administrative Operations  
By direction of the Commander

Enclosure  
Responsibilities

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ENCLOSURERESPONSIBILITIES

1. CHIEF OF LOGISTICS. The Chief of Logistics shall ensure that all turn-ins are coordinated through the Item Managers and warehouse Central Materiel Services (CMS).

2. ITEM MANAGERS. The Item Managers shall perform the transfer of identified stock balances from serviceable to unserviceable. A copy of the transfer document is to be maintained and attached to the destruction voucher.

3. CMS CART TECHNICIANS. CMS Cart Technicians shall:

a. Inspect all materiel received from the warehouse, rotate stock in the POU and storage areas, alert the customer of impending stock that is scheduled to expire, and prepare and schedule turn-in.

b. Inspect all supplies received from the warehouse to ensure that the expiration dates are within the specified release time frame. If stock is received past expiration, CMS personnel will return the supplies to the warehouse accompanied by the Delivery List and obtain an exchange for the supplies with a later expiration date.

c. Load the expiration data into the POU, to assist both the CMS personnel managing the stock and the customer prior to removing from the cabinet. The CMS will remove expired stock as follows:

(1) For example, if stock has an expiration date of 12/2012, the CMS personnel will not remove the supplies from the POU or storage area until 12/15/2012. This will allow the customer to utilize as much of the stock as possible before removing supplies from the system.

(2) If stock has a specific date on the item, the CMS personnel are to pull the item 15 days prior to the calendar date noted. Example: If the item expires on 12/20/2012, the CMS personnel would remove the supplies on 12/05/2012. On the date the CMS personnel removes stock, the CMS personnel will alert the customer of impending stock scheduled to expire that may be on the floor. CMS personnel will note the item name and the expiration date when sending to the customer.

(3) The CMS personnel will once again notify the customer on the expiration date of the item(s) that was/were removed in paragraph 3.b. The CMS personnel are responsible for inspecting carts, preparing the proper turn-in documents and turning stock into the warehouse personnel. All non-supported CMS customers will prepare their own turn-in document. The turn-in document will include the statement "FOR DESTRUCTION PURPOSES ONLY"



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highlighted in yellow marker. Turn-in is to be scheduled with warehouse personnel before taking expired supplies to the warehouse.

4. CMS PERSONNEL. The CMS personnel shall:

a. Notify the Warehouse Lead when an item meets the guidance in subparagraphs 3.c.(1) and 3.c.(2) and will remove the item from the shelf to prevent further issues.

b. Prepare the destruction voucher utilizing Defense Medical Logistics Standard Support following the transfer. Personnel are required to enter the manufacturer name, expiration date, lot number, and the appropriate destruction code. If destruction code is not identified, the catalog record must be updated to reflect the appropriate code.

6. WAREHOUSE PERSONNEL. Warehouse personnel shall:

a. Rotate stock accordingly, based on the expiration date of the item.

b. Review items at all times to ensure that the shortest dated stock is utilized before longer-extended potency dated items are released.

c. Process all items identified with an expiration date as follows:

(1) Item will be removed from the warehouse on the end of the month prior to the actual date of expiration on the package. Example: 12/2012 would be removed from the warehouse shelf on 11/30/2012.

(2) If an item has a specific calendar date identified (other than identified in paragraph 2.a. of this enclosure), the item is to be pulled on the same date in the prior month. Example: 12/20/2012 would be removed from the warehouse shelf on 11/20/2012.

(3) Any item released after the dates noted above will be returned to the warehouse and exchanged for an extended expiration date. CMS staff will provide the Item Managers and Warehouse Lead with a copy of the Delivery List.

d. Receive stock from CMS and shall receive turn-in from external customers. All documents are to be filed in the designated cabinet in sequential order by month and fiscal year. All documents are subject to inspection.